

# Agenda Item Form

Agenda Date: 04/20/04

Districts Affected: N/A

Dept. Head/Contact Information: Human Resources, Terry Bond, (915) 541-4509

## Type of Agenda Item:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Resolution                                      | <input type="checkbox"/> Staffing Table Changes   | <input type="checkbox"/> Board Appointments        |
| <input type="checkbox"/> Tax Installment Agreements                      | <input type="checkbox"/> Tax Refunds              | <input type="checkbox"/> Donations                 |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement                | <input type="checkbox"/> Budget Transfer          | <input type="checkbox"/> Item Placed by Citizen    |
| <input type="checkbox"/> Application for Facility Use                    | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements                           | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application         |
| <input checked="" type="checkbox"/> Other <u>Provisional Appointment</u> |   |  |

## Funding Source:

- ☒ General Fund
- ☐ Grant (duration of funds: \_\_\_\_\_ Months)
- ☐ Other Source: \_\_\_\_\_

## Legal:

☐ Legal Review Required      Attorney Assigned (please scroll down): None      ☐ Approved      ☐ Denied

Timeline Priority: ☒ High      ☐ Medium      ☐ Low      # of days: \_\_\_\_\_

## Why is this item necessary:

Civil Service Commission Recorder has submitted her resignation effective 4/16/04. Position is needed to maintain ongoing secretarial support for CSC meeting agendas, special meetings, hearings, and other related activities. Request that the position be filled temporarily until a recruitment can be conducted.

## Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary and benefits.

## Statutory or Citizen Concerns:

None anticipated

## Departmental Concerns:

None anticipated

2004 APR 20 PM 12 44  
CITY CLERK DEPARTMENT

# Human Resources Department

## MEMORANDUM

DATE: April 6, 2004

TO: Terry A. Bond, Director  
Human Resources



FROM: Terry A. Bond, Director  
Human Resources



SUBJECT: Provisional Appointment

Rosy Buenning currently holding the position of Civil Service Recorder, has submitted her resignation effective 04/16/04, leaving the position of CSC Recorder vacant (Req. # 040569) . This position is vital to maintain ongoing secretarial support for the CSC secretary and for various functions and activities. Request that the position be filled provisionally until a recruitment can be conducted.

Home &gt; Develop Workforce &gt; Recruit Workforce (GBL) &gt; Use &gt; Job Requisition Data

New Window

Requisition Data Job Details Job Posting Basic Eligibility Educ/Experience Comps/Accomps Hire

Job Requisition #: 040569 Status: No List Ex Status Date: 04/10/2004

Position Number: 00001501 Civil Service Commission Recor

\*Business Unit: COFEP DeptID: 09010027 Human Resources Administration

Job Code: 184500 Civil Service Commission Recor

Job Posting ID:

## Descriptions

View All First 1 of 1 Last

\*Type:

Posting



Civil Service Commission Recorder resignation of Rosy Buenning, last day 4/16/04. Position needed to maintain ongoing secretarial support for Civil Service meeting agendas, special meetings, hearings, and other related activities. Request that the position be filled temporarily

## Posting Information

View All First 1 of 1 Last

*Posting Type	Medium	Date Opened	Date Closed	Description
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04/05/2004



Save

Add

Update/Display

Requisition Data | Job Details | Job Posting | Basic Eligibility | Educ/Experience | Comps/Accomps | Hire